



Ally Tibbit

request-555414-db0c2734@whatdotheyknow.com

25 March 2019

Dear Mr Tibbit,

Freedom Of Information Request DB 1726

Thank you for your email sent to the Office of the Secretary of State for Scotland on 23 February 2019 which we received on 25 February 2019.

You asked for the following information under the Freedom of Information Act 2000:

For each foreign trip undertaken by the Scottish Secretary in the last three years, I would be grateful if you could supply:

- 1. Details of each trip - dates, summary locations, purpose.*
- 2. Copies of all briefings provided to the minister for each meeting attended.*
- 3. Copies of all meeting notes and other materials consumed at each meeting attended.*
- 4. Details of diary and all activities undertaken on each trip.*
- 5. Costs associated with each trip. This should include: travel, accommodation and other hospitality costs.*

For ease of reference I have responded to each point of your request separately below:

1. Details of each trip - dates, summary locations, purpose.

Date	Summary Location	Purpose
1 – 5 June 2016	Dallas and Houston	Trade focused visit to promote Scotland as a great place for investment, business and study.
9 –10 Feb 2017	Belgium/Berlin	Brussels – EU Exit focus. Berlin – Edinburgh International Film Festival, to promote the importance of the industry to Scotland's economy through tourism and the creative industries.

Date	Summary Location	Purpose
3 – 7 April 2017	Myanmar and Singapore	Trade focused visit to promote Scotland as a great place for investment, business and study.
18 – 24 Sept 2017	Paraguay and Argentina	Trade focused visit to promote Scotland as a great place for investment, business and study.
11 – 18 Feb 2018	Hong Kong and Japan	Trade focused visit to promote Scotland as a great place for investment, business and study.
29 Jul – 4 Aug 2018	New Zealand	Trade focused visit to promote Scotland as a great place for investment, business and study.
25 – 29 Sept 2018	Chile and Uruguay	Trade focused visit to promote Scotland as a great place for investment, business and study.
30 Nov – 1 Dec 2018	New York and Syracuse	Attendance at commemorative events to mark the 30 th anniversary of the bombing of Pan Am 103 over Lockerbie.
7 – 8 Feb 2019	Iceland	Trade focused visit to promote Scotland as a great place for investment, business and study.

In respect of points 2 & 3:

2. Copies of all briefings provided to the minister for each meeting attended.

3. Copies of all meeting notes and other materials consumed at each meeting attended.

Under Section 12 of the Freedom of Information Act 2000 we are not obliged to comply with any information request where the estimated costs involved in supplying you with the information exceeds the £600 cost limit. I regret that we cannot therefore supply you with the information that you have asked for in terms of all briefings; meeting notes and other materials relating to the trip, as to comply with your request would exceed this limit. This limit applies to all central Government Departments and is based on work being carried out by one member of staff at a rate of £25 per hour, which equates to 24 hours per request. The costs involved include locating, retrieving and extracting the information you requested. They do not include considering whether any information is exempt from disclosure, overheads such as heating or lighting, or disbursements such as photocopying or postage.

4. Details of diary and all activities undertaken on each trip.

I have included the itineraries for each trip at Annexes B to J which cover your request as to diary and all activities undertaken on each trip where this is held by the Office of the Secretary of State for Scotland. Please note that the timings given refer to the original plans for each itinerary. Times may have changed slightly during the execution of the programme due to logistics.

5. Costs associated with each trip. This should include: travel, accommodation and other hospitality costs.

Date	Summary Location	Cost to the Department for SoS and accompanying officials (including travel, accommodation and other hospitality costs).
1 – 5 June 2016	Dallas and Houston	£18,562.49
9 –10 Feb 2017	Brussels/Berlin	£2,427.18
3 – 7 April 2017	Myanmar and Singapore	£15,310.87
18 – 24 Sept 2017	Paraguay and Argentina	£20,831.34
11 – 18 Feb 2018	Hong Kong and Japan	£17,058.18
29 Jul – 4 Aug 2018	New Zealand	£17,972.75
25 – 29 Sept 2018	Chile and Uruguay	£10,454.86
30 Nov – 1 Dec 2018	New York and Syracuse	£16,611.74
7 – 8 Feb 2019	Iceland	£1,089.22

Although parts 2 and 3 of your request would be too costly to answer as it stands, if you were able to refine it so that it fell below the £600 cost limit we would then consider it further.

I realise that this reply may be a disappointment to you but I look forward to hearing from you again should you decide to refine your request. Please note that if I do not receive appropriate clarification of your information requirements within three months from the date of this letter, then I will consider your request closed.

If you have any queries about this letter, please contact me at the address below. If you are unhappy with the service you have received in relation to your request and you wish to make a complaint or request a review of our decision, you should write to:

FOI Officer
1 Melville Crescent
EDINBURGH, EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
CHESHIRE SK9 5AF

If you have any queries about this response, please contact me.

Yours sincerely

FOI Officer
Office of the Secretary of State for Scotland